Partnering Evaluation Program (PEP) Quick Reference Guide

Construction Module - Among and between Government and private entities (DOT and Contractor).

General Module - Among and between DOTs, other state, local and federal agencies and non-governmental stakeholders. Among and between members and work units of the same organization.

Development Module – Among and between Project Managers and the various Stakeholders.

RIGHTS

Viewer – View any Partnership and view/print Summary Reports, can not add/delete Ratings or view/print Comments Report.

Stakeholder – Enter Ratings for assigned Partnership and view/print Summary Reports and Comments Reports.

Facilitator – View assigned Partnership and view/print Summary Reports and Comments Reports. Unable to add/delete Ratings.

Champion – Enter Ratings for assigned Partnerships and view/print Summary Reports and Comments Reports. Can add/delete Ratings for others.

REGISTER IN PEP

Go to the Partnering Website
http://www.azdot.gov/business/programs-and-partnerships/partnering/overview

Select Partnering Evaluation Program (PEP)
Select PEP Web Application
Select PEP System - No account yet? Please join - here
Complete Information
Select Module (Construction or General) *Click* Register
You will receive a confirmation email with your password

CHANGE PASSWORD

From the Partnering Website
Select PEP Web Application
Select Change your password? *Click* here
Complete Information Select Change it

ENTER RATINGS

From the Partnering Website
Select PEP Web Application Login

If needed, *Select* either Construction or General Module
Run Partnering System or Enter Ratings
If needed, *Select* Project from Project field *Click* View Button
Click ADD Button
Tab to Move from Goal to Goal, enter ratings
Double Click on the rating box for any goal to add comments
Click on Provide Recognition, take action or neutral to highlight the comment
Click OK Button to save comment
Click SAVE Button when finished

ADOT

VIEW/PRINT SUMMARY REPORTS

From the PEP Main Menu
Select Summary Reports'
Select Report Type
Select Select For
Select Start/End period
Select Breakdown (if applicable)
Click Run Report

To Print Report: *Select* Print Report (Bottom Right), *Select* File Menu (Upper Left), *Select* Page, Set Up, *Select* Landscape, *Select* OK, *Select* File Menu again, *Select* Print, print document

VIEW/PRINT COMMENTS REPORT

From Ratings Screen
Click PRINT COMMENTS Button
Select Yes or No for evaluator's name
Select desired date range (months)
Select Submit
To print report *Select* Print

PEP ASSISTANCE

ADOT Employees (anyone with a RACF ID)
Contact the ADOT Partnering Office at 602.653.5434 or open a ticket in Service Desk Request

Outside ADOT
Contact the ADOT Partnering Office at 602.653.5434

Include as much information as you can regarding your question or issue. i.e.

TRACs Number (If applicable)
Org Number (If applicable)
Company Name
Phone Number
Email Contact Information
Exact error message or screen print

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ADOT